

Authorization Process for Advanced Utility Relocations

1. The DelDOT Project Manager shall consult with the Utilities Engineer when determining if advanced utility work should be considered for a project. Once the Project Manager and the Utility Engineer determine that advanced utility work is in the best interest of the project the DelDOT Project Manager is to prepare a memo of justification for advanced (prior to construction) utility relocation for submission to and recommendation of the Assistant Director, Engineering Support. The justification would then be forwarded via Assistant Director, Engineering Support to the Chief Engineer for approval.

The following information is to be included in the subject line:

State Contract No. 00-000-00 // Advance Utility Relocation

Project ID No.

F.A.P. No.

Location

County

The following information is to be included in the memo:

- Complete name of utility company(s) with whom the advance relocation is being sought.
- Work to be performed.
- Estimated preliminary construction schedule. *
- Ballpark estimate of reimbursable work related to the advance construction including, but not limited to, expenses for the maintenance of traffic, tree and vegetation removal, grubbing, grading, test holes, and surveying. **
- Provide a copy and/or specify the page number from the Capital Transportation Program (CTP) in reference to this project. Clarify if there will be a fiscal impact -- are funds sufficient and timed correctly for the advance work.

Note: Federally funded projects with a total cost of greater than \$500,000 require a formal amendment presented before the Metropolitan Planning Organization (MPO), Project Development Committee (PDC) and FHWA approval of the amendment, if the scope of project is changed significantly by the type of work; project limits; capacity or length; or if the total cost of a project is greater than \$500,000, a cost increase greater than 20% of the total cost.

- Provide written correspondence from Real Estate for acquisition and preparation of R/W Certification for determination of right of way requirements which provides a tentative schedule for the anticipated Right-of-Entry and/or Right-of-Way needed in connection with this project.
- Provide written correspondence from Environmental Studies for wetland or environmentally sensitive locations which provides a tentative schedule of permit issues/timing and how they will or will not affect advance work.
- Synopsis of why this advance relocation is a benefit to State and traveling public.
- All correspondence should include the responsible Project Manager's name and telephone number and with cc copies to:
 - 1) Project Development (or Design for bridge projects) Assistant Director;
 - 2) Wayne Rizzo, Assistant Director of Planning, Real Estate Services and
 - 3) Terry Fulmer, Environmental Studies Manager.

**Note: The estimated preliminary construction schedule, which gives actual start months/dates, is for the consideration of advance utility relocation approval and serves as an internal working document. It is not intended to be incorporated into any documentation or distribution outside of the Department.*

***Note: From the Utility Companies viewpoint, it would be much more productive to have the Project Manager call directly rather than via design consultant.*

2. Upon approval from the Chief Engineer, the Utility Engineer will contact the Utility Company(s) to confirm said Company agree to the Advance Utility Relocation. The preparation process of obtaining signatures for proposed (86U-37) letter agreement will begin.
3. Funding authorization will be requested for preliminary engineering upon execution of the letter agreement. Once funding has been approved, a Notice to Proceed will be sent to the Utility Company for Preliminary Engineering for the Advance Utility Relocation.
4. The Utility Company will submit a Utility PS&E, i.e. plans showing the advanced work and a detailed cost estimate for the "increased" expenses (i.e. costs incurred that would not have been incurred if the work was performed as part of the DelDOT contract).
5. A Notice to Proceed for the Advance Utility Relocation will be provided by DelDOT Utilities upon:
 - Funding authorization / approval
 - Confirmation of Right-of-Entry and/or Rights-of-Way
 - Confirmation of Environmental Permits -- *if environmental permit issues were identified to affect advance work*

Notification of the notice to proceed will be provided to parties concerned.